

STATE OF CALIFORNIA

**Department of Parks and Recreation**

# **CAREER OPPORTUNITY BULLETIN**



**Date: June 2, 2003**

**Bulletin #: 479**

This Career Opportunity Bulletin may also be viewed on our website at  
[www.parks.ca.gov](http://www.parks.ca.gov)

The Mission of the California Department of Parks and Recreation is to provide for the health, inspiration, and education of the people of California by helping to preserve the state's extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high-quality outdoor recreation.

## **HOW TO APPLY**

For each separate position, please forward a standard state application Std Form 678. Indicate the position and location of the job for which you are applying. Send your application to:

Department of Parks and Recreation

P.O. Box 942896

Sacramento, CA 94296

Attention: Personnel Services Division/Certification Unit

All applications must be postmarked by the final filing date

**FINAL FILING DATE FOR JOBS POSTED IN THIS BULLETIN: June 13, 2003**

California Relay Service

**TDD 1-800-735-2929**

An affirmative action employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

## Corrections to Career Opportunity Bulletin #478:

The following examination information was listed in error. This exam is not currently being offered.

| <u>CLASS</u>      | <u>FINAL FILING DATE</u> | <u>EXAM BASE</u>                 |
|-------------------|--------------------------|----------------------------------|
| Office Technician | Continuous File          | Promotional<br>Spot - Sacramento |

**The final file date for the following advertisements has been extended to June 13, 2003:**

*If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.*

***The following vacancy is exempted from the State of California hiring freeze:***

**ASSOCIATE GOVERNMENTAL PROGRAM ANALYST (\$3915 - \$4759)/STAFF SERVICES ANALYST (\$2507 - \$3957) – ADMINISTRATION/ACCOUNTING SERVICES/SACRAMENTO**

This position reports to the Accounting Services/Fiscal Systems Support Unit in Sacramento. The Fiscal Systems Support Unit (FSSU) provides analytical and consultative services to all departmental staff levels to satisfy DPR's fiscal needs. In addition, FSSU utilizes modern PC technology to provide fiscal information; i.e., FSSU developed MS Access applications to distribute fiscal information that was previously distributed in hardcopy report format. Under the direction of the Senior Administrative Analyst (Accounting Systems), the incumbent will assist in reviewing and evaluating the status of the tasks necessary for developing, documenting, enhancing and maintaining the fiscal processes needed to satisfy DPR's requirements as they pertain to the Prop 40 Bond Act. Desirable qualifications include the knowledge and proficient working experience with PC software like MS Access, Excel and Word; excellent communication and interpersonal skills, and knowledge of the State's Fiscal and Budgeting Processes and CALSTARS. This position may be downgraded for recruitment purposes. **State housing is not available.** For further information regarding this position, please contact Mike Flores at (916) 653-6380.

**The following vacancy is available only to permanent Department of Parks and Recreation employees who are eligible to apply on a Lateral Transfer, Training and Development, or Promotional basis.**

**ASSOCIATE GOVERNMENTAL PROGRAM ANALYST (\$3915 - \$4759)/STAFF SERVICES ANALYST (\$2507 - \$3957) – ADMINISTRATION/ACCOUNTING SERVICES/SACRAMENTO**

This position reports to the Accounting Services/Fiscal Systems Support Unit in Sacramento. The Fiscal Systems Support Unit (FSSU) provides analytical and consultative services to all departmental staff levels to satisfy DPR's fiscal needs. In addition, FSSU utilizes modern PC technology to provide fiscal information; i.e., FSSU developed MS Access applications to distribute fiscal information that was previously distributed in hardcopy report format. Under the direction of the Senior Administrative Analyst (Accounting Systems), the incumbent will act as Project Leader and play a major role in the evaluation, development, documentation, implementation, maintenance and training of the department's complex and numerous fiscal applications. Desirable qualifications include the knowledge and proficient working experience with PC software like MS Access, Excel and Word; excellent communication and interpersonal skills, and knowledge of the State's Fiscal and Budgeting Processes and CALSTARS. This position may be downgraded for recruitment purposes. **State housing is not available.** For further information regarding this position, please contact Mike Flores at (916) 653-6380.

## **Career Opportunity Bulletin #479:**

The following vacancies are exempted from the State of California hiring freeze:

- ❖ ASSOCIATE PARK AND RECREATION SPECIALIST – ACQUISITION AND DEVELOPMENT DIVISION/CENTRAL SERVICE CENTER/MONTEREY
- ❖ ASSOCIATE PARK AND RECREATION SPECIALIST – ACQUISITION AND DEVELOPMENT DIVISION/SOUTHERN SERVICE CENTER/SAN DIEGO
- ❖ COMMUNICATIONS OPERATOR (PERMANENT INTERMITTENT) - NORTHERN COMMUNICATIONS CENTER/RANCHO CORDOVA – (2 POSITIONS)
- ❖ FIREFIGHTER/SECURITY OFFICER – SAN LUIS OBISPO COAST DISTRICT/HEARST SAN SIMEON STATE HISTORICAL MONUMENT
- ❖ LIFEGUARD SUPERVISOR II – FIELD SERVICES DIVISION
- ❖ STATE PARK RANGER – BAY AREA DISTRICT/MOUNT DIABLO
- ❖ STATE PARK SUPERINTENDENT V – MONTEREY DISTRICT

The following vacancies are available only to permanent Department of Parks and Recreation employees who are eligible to apply on a Lateral Transfer, Training and Development, or Promotional basis.

- ❖ ASSOCIATE GOVERNMENTAL PROGRAM ANALYST – CALAVERAS DISTRICT
- ❖ ASSOCIATE GOVERNMENTAL PROGRAM ANALYST – HUMAN RIGHTS OFFICE/ HEADQUARTERS/SACRAMENTO
- ❖ HEAVY EQUIPMENT MECHANIC – ORANGE COAST DISTRICT
- ❖ PARK MAINTENANCE CHIEF I – SANTA CRUZ DISTRICT
- ❖ PARK MAINTENANCE CHIEF III/II – MONTEREY DISTRICT

### WHO MAY APPLY

This Career Opportunity Bulletin is for State employees and/or candidates with current civil service list eligibility. Anyone eligible for a transfer, change in class, list appointment, training and development assignment, or reinstatement may be considered according to guidelines outlined in DAM 210.311-314

Only the most qualified candidates will be selected for an interview and all appointments are subject to SROA provisions.

(For those classes in Units 10,14,15, and 21, this bulletin does not constitute the transfer process contained in the agreements with the State.)

UNIT 7 (CAUSE): Positions for voluntary geographic transfers will be filled in accordance With Article 16, Section 16.9 of the Unit 7 collective bargaining agreement.

Unit 12 (International Union of Operating Engineers – IUOE)  
Positions for voluntary geographic transfers will be filled in accordance with Article 17, Sections 17.1-17.7 of the Unit 12 collective bargaining agreement.

Unit 13 (International Union of Operating Engineers – IUOE)  
Positions for voluntary geographic transfers will be filled in accordance with Article 14.1 of the Unit 13 collective bargaining agreement.

*If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.*

***The following vacancies are exempted from the State of California hiring freeze:***

### **ASSOCIATE PARK AND RECREATION SPECIALIST (\$4301 - \$5228) – ACQUISITION AND DEVELOPMENT DIVISION/CENTRAL SERVICE CENTER/MONTEREY**

The reporting location for this position is the Central Service Center in Monterey. The Service Center is seeking a professional with strong knowledge and experience with meeting project requirements of the California Environmental Quality Act (CEQA). The incumbent will be responsible for ensuring that Department of Parks and Recreation projects comply with CEQA. As the CEQA Coordinator within the Service Center, the incumbent prepares, reviews, and assists in the completion of project evaluations. The incumbent will also coordinate with project managers, District Environmental Coordinators, and Service Center and District specialists to identify, evaluate and mitigate potential environmental impacts of proposed projects within State Parks in the Service area. This position may train District and Service Center staff on CEQA, NEPA, and other permitting procedures as needed. **State housing is not available.** For further information regarding this position, please contact Jennifer Crockett at (916) 445-8930.

*If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.*

***The following vacancies are exempted from the State of California hiring freeze.***

**ASSOCIATE PARK AND RECREATION SPECIALIST (\$4301 - \$5228) – ACQUISITION AND DEVELOPMENT DIVISION/SOUTHERN SERVICE CENTERS/SAN DIEGO**

The reporting location for this position is the Southern Service Center in San Diego. The Service Center is seeking a professional with strong knowledge and experience with meeting project requirements of the California Environmental Quality Act (CEQA). The incumbent will be responsible for ensuring that Department of Parks and Recreation projects comply with CEQA. As the CEQA Coordinator within the Service Center, the incumbent prepares, reviews, and assists in the completion of project evaluations. The incumbent will also coordinate with project managers, District Environmental Coordinators, and Service Center and District specialists to identify, evaluate and mitigate potential environmental impacts of proposed projects within State Parks in the Service area. This position may train District and Service Center staff on CEQA, NEPA, and other permitting procedures as needed. **State housing is not available.** For further information regarding this position, please contact Jennifer Crockett at (916) 445-8930.

**COMMUNICATIONS OPERATOR (PERMANENT INTERMITTENT) (\$13.67 - \$18.79/HOUR) /NORTHERN COMMUNICATIONS CENTER/RANCHO CORDOVA – (2 POSITIONS)**

The reporting location for these positions is the Northern Communications Center (NORCOM) located at Prairie City SVRA in Rancho Cordova. NORCOM is a 24-hour public safety communications center. The Communications Operators will work under the supervision of the NORCOM Communications Supervisors. The Communications Operator dispatch State Park Peace Officers, National Park Peace Officers, Lifeguards, Fish and Game Wardens, and other emergency service personnel in the NORCOM service area to public safety and non-public safety events. Duties include operation of radio console systems, telephone systems, CLETS access systems, computer aided dispatch (CAD) systems, computers, FAX machines, shredders, and printers. These positions may work up to 1500 hours per year. **State housing is not available.** For further information regarding these positions, please contact Hailee Zaldivar or Joseph Martin at (916) 358 -1318.

**FIREFIGHTER/SECURITY OFFICER (\$3000 - \$3604) – SAN LUIS OBISPO COAST DISTRICT/HEARST SAN SIMEON STATE HISTORICAL MONUMENT**

The reporting location for this position is the hilltop at Hearst San Simeon State Historical Monument. This position is responsible for fire prevention, including operation, inspecting, maintaining and repairing fire equipment, including sprinklers, vehicles and alarms. The Firefighter/Security Officer will participate in fire drills and training, and provide recommendations of preventative measures. This position is also responsible for conducting foot and vehicle patrols of the buildings and grounds, and for monitoring and responding to intrusion alarms, keeping the public peace and assisting with visitor safety and security. This position will work a 48-hour rotating shift. **State housing is not available.** For further information regarding this position, please contact Terese Zilke at (805) 927-2166.

*If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.*

***The following vacancies are exempted from the State of California hiring freeze.***

*The following vacancy is offered as advertisement to candidates who are current or eligible for reinstatement as a PC 830.2, California State Peace Officer.*

### **LIFEGUARD SUPERVISOR II (\$4140 - \$4993) – FIELD SERVICES DIVISION**

This position works under the direction of the Field Services Division but will be physically located in Southern California. While actual “beach time” will be minimal, this is an opportunity to develop required lifeguard training courses and increase the Department’s level of support to District Junior Lifeguard programs. Interested candidates should be familiar with lifeguard training requirements, USLA certifications, junior lifeguard programs, and Department fiscal practices. It is highly desirable that candidates have skills in computer programs related to data management. **State housing is not available.** For further information regarding this position, please contact Carl Drake at (916) 651-8602.

### **STATE PARK RANGER (\$2752 - \$3938) – BAY AREA DISTRICT/MOUNT DIABLO SECTOR**

The reporting location for this position is Mount Diablo State Park. This position will be responsible for law enforcement, protection of park facilities and resources, administrative duties, interpretation, resource management, and contact station operation. The incumbent may also work as a lead person to State Park Ranger (P.I.’s) or seasonal Park Aides. An opportunity to become a firearm or defensive tactics instructor may be available. **A State mobile home pad may be available.** For further information regarding this position, please contact Mary Pass at (925) 855-1730.

### **STATE PARK SUPERINTENDENT V (\$6640 - \$7321) – MONTEREY DISTRICT**

The District Superintendent reports to the Division Chief of Park Operations for the Northern Division and is responsible for the total administrative, maintenance, visitor services, public protection and law enforcement, interpretation, real property management, and resource management functions of the District. The State Park Superintendent V has the authority and responsibility to plan, organize, direct, implement, evaluate and control the District’s overall program for the purpose of efficient and effective utilization of District resources in order to meet the Department’s objective of providing quality service and experience to the public. The State Park Superintendent V provides leadership, supervision, training, and employee development opportunities to staff, and maintains cooperative professional relationships within the community in order to further the philosophy of the State Park System. **State housing may be available.** For further information regarding this position, please contact George Cook at (916) 657-4042.

*If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.*

**The following vacancies are available only to permanent Department of Parks and Recreation employees who are eligible to apply on a Lateral Transfer, Training and Development, or Promotional basis.**

**ASSOCIATE GOVERNMENTAL PROGRAM ANALYST (\$3915 - \$4759) – CALAVERAS DISTRICT/COLUMBIA STATE HISTORIC PARK**

The reporting location for this position is Columbia State Historic Park. Under the direction of the Sector Superintendent, this position is responsible for administering 21 for-profit and 4 non-profit concession contracts. Duties include preparing concession contracts; budget packages; bid proposals and Request for Proposals; negotiating contract terms; soliciting bids and submitting advertisements, and conducting pre-bid conferences and background investigations. This position is the primary liaison to the Concessionaires, and is responsible for day-to-day monitoring for contract compliance. The incumbent must be able and willing to work closely with the maintenance, cultural resource, and interpretation programs within the park unit. Strong organizational skills, the ability to work under short deadlines and attention to detail are highly desirable qualities. Excellent computer skills are essential. **State housing may be available.** For further information regarding this position, please contact Scott Wassmund at (209) 532-0150.

**ASSOCIATE GOVERNMENTAL PROGRAM ANALYST (\$3915 - \$4759) – HUMAN RIGHTS OFFICE/HEADQUARTERS/SACRAMENTO**

The reporting location for this position is the Human Rights Office in Sacramento. This position performs challenging administrative and technical duties related to the Human Rights Office's Equal Employment Opportunity (EEO) programs. Duties include preparing statistical reports; assisting in the administration of the Discrimination Complaint Process, including preparing EEO Case Determinations; serving as an EEO Counselor/Investigator; assisting in the development of course outlines and presenting EEO-related training for Department employees; analyzing EEO-related policies and processes and recommending changes as needed; preparing analyses of proposed EEO-related legislation; participating in special projects on diversity program issues, and assisting in the administration of the Department's Upward Mobility program. **State housing is not available.** For further information regarding this position, please contact Ray Ann Watson at (916) 653-9990.



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**The following vacancies are available only to permanent Department of Parks and Recreation employees who are eligible to apply on a Lateral Transfer, Training and Development, or Promotional basis.**

### **HEAVY EQUIPMENT MECHANIC (\$3329 - \$3653) – ORANGE COAST DISTRICT**

The reporting location for this position is the Automotive Shop of the Orange Coast District Headquarters in San Clemente. This position will act as the lead in the Auto Shop over two Automobile Mechanics and one Mechanics Helper to provide vehicle and heavy equipment assistance to the District and the entire Southern Division. Duties may include analysis, diagnosis, repair and periodic service of District vehicles, equipment and small engine machinery. The Orange Coast Fleet includes Code 3 vehicles, sedans, rescue jeeps and trucks; maintenance trucks; beach cleaning equipment; refuse hauling trucks; street sweepers; wheel loaders; pump power mowers; track dozers; gas driven welders and generators, and small tools. Knowledge and use of various hand and powered tools and equipment is necessary. **State housing is not available.** For further information regarding this position, please contact Richard Rozzelle at (949) 366-4895.

### **PARK MAINTENANCE CHIEF I (\$3654 - \$4406) – SANTA CRUZ DISTRICT**

The reporting location for this position is the Santa Cruz Mission State Historic Park. This position will work under the direction of the Sector Superintendent for the Pajaro Coast Sector. The incumbent will have responsibility for the facilities maintenance and housekeeping programs for the coastal units from Wilder Ranch to Sunset State Beach, as well as the Santa Cruz Mission State Historic Park and Forest of Nisene Marks State Park. **State housing is not available.** For further information regarding this position, please contact Ralph Fairfield at (831) 429-2859 or [rfairfield@parks.ca.gov](mailto:rfairfield@parks.ca.gov).

### **PARK MAINTENANCE CHIEF III (\$4413 - \$5328)/ PARK MAINTENANCE CHIEF II (\$4010 - \$4843) – MONTEREY DISTRICT**

The reporting location for this position is the District Office in Monterey. The Park Maintenance Chief will work under the direction of the District Superintendent and be a lead part of the District core management team. This position works closely with the core staff including the Sector Superintendents, and directly supervises the District Archeologist and State Historian. The Park Maintenance Chief ensures that program compliance, directions, regulatory, policy, laws and directives are met relating to all aspects of the District Technical Services program. The Park Maintenance Chief will ensure the most efficient program management, and will work with all staff towards continuous process improvements for the District and the Department. This position may be downgraded for recruitment purposes. **State housing is not available.** For further information regarding this position, please contact Socorro Wallace at (831) 647-6233 or [swall@parks.ca.gov](mailto:swall@parks.ca.gov)

**\*\*\*\*\* EXAMINATIONS \*\*\*\*\***

The Department of Parks and Recreation has scheduled the following examinations.  
Standard State applications (STD. 678) may be sent to:

Department of Parks and Recreation  
Personnel Office  
ATTENTION: EXAM UNIT  
P.O. Box 942896  
Sacramento, CA 94296-0001

| <u>CLASS</u>                 | <u>FINAL FILING DATE</u> | <u>EXAM BASE</u>                 |
|------------------------------|--------------------------|----------------------------------|
| Accounting Technician        | Continuous File          | Promotional<br>Spot - Sacramento |
| Communications Operator      | Continuous File          | Open – Non-promotional           |
| State Park Lifeguard (Cadet) | Continuous File          | Open                             |
| State Park Ranger (Cadet)    | Continuous File          | Open                             |